Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday August 26, 2019 at 6:30 PM

Location
Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY

Directors Present
A. Jimenez-Schulman (remote), K. Wedderburn-Henderson, M. Michael, N. Williams

Directors Absent
D. Lewis

Guests Present
A. Johnson, A. Laniyan, M. Kane

I. Opening Items

A. Call the Meeting to Order

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Aug 26, 2019 at 6:29 PM.

B. Record Attendance and Guests

C. Approve Minutes

M. Michael made a motion to approve minutes.

N. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approval of Meeting Agenda

M. Michael made a motion to Approve Agenda.
N. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Governance

A. Update on Sales Tax Exemption

Ivy Hill Prep received a Sales Tax-Exemption letter. The letter is used in lieu of a tax-exemption number and is standard for governmental entities. Although many vendors have accepted the letter, there have been some vendors have not.

B. Update on Board Member Resignation

Rebecca May has resigned from the board of Ivy Hill Prep. Rebecca is unable to participate in board meetings in person and engage in board activities due to her work schedule.

C. Annual Retreat Reminder

All Board Members are expected to complete the Board Assessment in preparation for the September 8, 2019 Board Retreat. The goal of the retreat is to discuss how the board can be more strategic about its actions in the future, increase board engagement, and set and meet committee goals. Board Chair Marsha Michael will reach out to each board member individually prior to the meeting.

III. Finance

A. Update on Transitioning New Back Office Provider

Ivy Hill Prep is currently transitioning to a new BackOffice provider, Accounting Solutions of New York. The Finance Committee is working with Accounting Solutions to amend the Year 1 Budget. The goal is to approve the new budget at the September 30 board meeting.

IV. Academic Achievement

A. Update on Academic Dashboard

The Academic Achievement Committee is finalizing the academic dashboard. The Committee meeting time will change to accommodate board member schedules.

V. Development

A. Ribbon Cutting Overview

The Ribbon Cutting event was a huge success. Well over 100 guests attends and $600 was raised from raffle alone. The Board will send out thank you cards with a picture from the event to all donors.

The Development Committee requested the list of donors to calculate the total amount raised at the event.

VI. HOS Update

A. FInal Preparations for Opening

A kindergarten teacher recently terminated employment with Ivy Hill Prep. The Dean of Student Support will be filling that position until another kindergarten teacher is hired. A part-time martial arts teacher and dance teacher were hired.

Currently, there are 32 first graders enrolled and 87 kindergarten students, just one student short of the enrollment goal of 88.

Head of School Ambrosia Johnson requested that Board Members volunteer for the first day of school.

B. NYSED Compliance

The New York State Education Department (NYSED) visited Ivy Hill Prep this month. The visit was a great success and Ivy Hill Prep is set to open its doors on August 28, 2019.

VII. Closing Items

A. Adjourn Meeting

N. Williams made a motion to adjourn the meeting.
M. Michael seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:12 PM.

Respectfully Submitted,

K. Wedderburn-Henderson

N. Williams made a motion to adjourn the meeting.

M. Michael seconded the motion.

The motion did not carry.

N. Williams made a motion to adjourn the meeting.

M. Michael seconded the motion.

The board **VOTED** unanimously to approve the motion.